

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-CT P.O. BOX 889
SAVANNAH, GA 31402-0889

DISTRICT REGULATION
NO. 715-1-12

6 October 1999

Procurement
ACQUISITION ADMINISTRATIVE LEAD TIME

1. Purpose. The purpose of this regulation is to establish District guidelines for acquisition administrative lead time.
2. Applicability. This regulation is applicable to all elements of the Savannah District.
3. Exclusions. Lead time for architect-engineer contracts is covered in ER 715-1-20.
4. References:
 - a. Federal Acquisition Regulation, 21 October 1997, Subpart 7.1, Acquisition Plans.
 - b. Defense Federal Acquisition Regulation Supplement, not dated, Part 207.1, Acquisition Plans
 - c. Army Federal Acquisition Regulation Supplement, not dated, Part 7.104, General procedures.
 - d. Engineer Federal Acquisition Regulation Supplement (EFARS), 10 October 1996, Part 7.102, Policy.
5. Policy. Managers are responsible for identifying requirements in sufficient time to permit staff members to plan for and execute procurements that satisfy the District's needs in a timely and cost-effective manner. Every effort must be made to avoid the need for issuing solicitations on an urgent basis or with unrealistic delivery or performance schedules, since these conditions generally restrict competition and lead to increased prices. Managers and planners should use the time frames established by this regulation when planning for acquisition of

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supplies and services including construction to be obtained via the procurement process.

6. Lead time:

a. Administrative Lead Time (ALT) begins on the date a need is identified by a requiring activity and continues through the date the supplies are received or the service is performed.

b. Procurement Administrative Lead Time (PALT) begins on the date an acceptable purchase request and commitment (PR&C) and final complete scope of work is received in the Contracting Division (to include supporting documentation such as Justification and Approval (J&A)) and ends on the date a contract or order is awarded.

c. Requesting activities shall submit PR&Cs sufficiently in advance of the required performance or delivery date to allow adequate time for issuing a public notice, developing the solicitation, soliciting bids/proposals, evaluating bids/proposals, and performing the service or delivering the supplies.

d. PALT goals for individual categories of contracting actions are set forth below in Tables 1 through 5. Emphasis is placed on the fact that these tables contain PALT goals. To estimate total ALT, additional time must be allowed for planning and for contractor performance. Table 1 establishes total goals for acquisitions made using simplified acquisition procedures. Tables 2 and 3 establish significant milestones and total goals to achieve contract award under sealed bid or negotiated procedures. Table 4 establishes goals for noncompetitive acquisitions under Small Business Administration (SBA) 8(a) Program. Table 5 establishes goals for contract actions having special processing requirements which prevent their inclusion under the broader categories of Tables 1 through 4. Unless otherwise indicated, all time frames are stated in calendar days. Factors that may affect the projected time frames include; completeness and accuracy of statement of work (SOW) and other documentation, provided to Contracting Division (CT), workload, and funds availability.

TABLE 1
Simplified Acquisitions
(below \$100,000)

	Supply	Service	Construction
Micro-purchase (NTE \$2500) other than IMPACT card	15	15	15 (NTE \$2000)
Purchase Order/Delivery Order	75	75	75

TABLE 2
Sealed Bid (IFB) Acquisitions
In excess of Simplified Acquisition Threshold

	Supply	Service	Construction
Presolicitation Notice	N/A	N/A	5
Prepare and Advertise Solicitation	60	60	60
Open and Evaluate Bids	20	20	20
Award Contract	5	5	5
TOTAL PALT	85	85	90

TABLE 3
Negotiated (RFP) Competitive Acquisitions
In Excess of Simplified Acquisition Threshold

	Supply	Service	Construction
Develop Source Selection Plan	30	30	30
Presolicitation Notice	N/A	N/A	5
Prepare and Advertise Solicitation	60	60	60
Open and Evaluate Proposals	30	30	30
Prepare prenegotiation objectives memorandum (POM) and Conduct Negotiations	30	30	30
Request and Evaluate Best and Final Offers (BAFO) now is FPR Final Proposal Revision (formerly BAFO) and prepare price negotiation memorandum (PNM)	30	30	30
Award Contract	5	5	5
TOTAL PALT (if discussions are held)	185	185	190
TOTAL PALT (if discussions are not held)	155	155	160

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TABLE 4
Noncompetitive 8 (a) Acquisitions
In Excess of Simplified Acquisition Threshold

	Supply	Service	Construction
Offer Letter to Small Business Administration (SBA)	2	2	2
SBA Identification of Prospective Contractor	15 working days	15 working days	15 working days
Prepare Solicitation	30	30	30
Receipt of Proposal	30	30	45
Prepare prenegotiation objectives memorandum, conduct negotiations, and prepare price negotiation memorandum	45	45	45
Award Contract	5	5	5
Total PALT	127	127	142

TABLE 5
Other Contract Actions

Written Acquisition Plan for Service or Supply Contracts	180	Applies to contracts estimated at \$30,000,000 or more for all years including options or \$15,000,000 or more for any one year or crosses MSC boundaries IAW EFARs.
Written Acquisition Plan for Base or Installation Support; (HTRW) or other environmental support; or A-E services	180	Applies to contracts estimated at \$15,000,000 or more for all years including options or \$5,000,000 or more for any one year.
Approval of J&A by the District	7	Applies to acquisitions not exceeding \$500,000 under other than full and open competition.

Approval of J&A by South Atlantic Division (SAD)	30	Applies to acquisitions exceeding \$500,000 but not exceeding \$10,000,000.00 under other than full and open competition.
Approval of J&A by HQUSACE	90	Applies to acquisitions exceeding \$10,000,000 but not exceeding \$50,000,000.00 under other than full and open competition.
Approval of J&A by the Dept. of the Army	180	Applies to acquisitions exceeding \$50,000,000.
Mistake-in-bid	30	Corrections referred to SAD
Protests to South Atlantic Division (SAD)	30	
Protests to General Accounting Office (GAO)	125	
Conversion to RFP	21	
Obtain Certificate of Competency (COC)	15 working days	Applies when a determination of non-responsibility is made regarding a small business
Request Wage Determination	60	Applies to acquisitions subject to Service Contract Act.
Audit	90	

7. Urgent requirements. A requirement which contains a shorter lead time than the PALT prescribed above must include a statement of urgency signed by the chief of the office responsible for initiating the requirement. The statement shall address:

a. Reasons why the applicable specified lead time cannot be complied with.

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b. Anticipated consequences if the acquisition is not completed within the requested time.

c. The reason(s) why advance procurement planning was not possible. NOTE: Expiration of funds is not "urgency".

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DISTRIBUTION B